28th April 2010

Pompallier Catholic School

Tutor teacher meeting minutes

Richard Wilkinson TT – tutor teacher

Stacey Cutler PRT – Provisionally registered teacher

1. Discussed provisional registration – Stacey confirmed that she has current Provisional registration.
2. Richard to look into the possibility of organising BT days during the times when Stacey is at school.
3. Richard to check that Stacey’s NZEI membership is still current. Stacey has agreed that she would like to renew this membership if it has lapsed.
4. Stacey will also require a letter confirming her current appointment stipulating the term of her employment and any conditions that relate to her from the principal. Richard to speak with Mrs. Michele Mill (Principal ) regarding this.
5. Stacey to keep a folder that will contain the following documents to fulfil the requirements of a full registration application:

* Minutes of all our tutor teacher meetings
* Any PD undertaken
* Appraisals
* Planning/assessments/evaluations
* Observations – with her tutor teacher and/or another staff member
* Tutor teacher feedback
* Any relevant documentation relating to registration.
* Principal’s appraisal reports

1. Planning to be cited by the tutor teacher weekly. Tutor teacher meetings will take place weekly on a Wednesday morning from 8.30 am in the meeting room at Pompallier School. Stacey has been working on her systems and class organisation in the first 2 weeks of school. We also discussed any specific PD that Stacey would be interested in this year.
2. Richard to email copies of the minutes for Stacy’s record. There will also be a folder created on the senior management wiki for the management to maintain collegial accountability
3. Next meeting focus: WALT-WTN and follow up activities for reading groups. Stacey to bring some of her WALT’s and her weekly planning template

Meeting closed at 9am